Specifications for Projects That Develop Digital Products

PART I. COMPLETE THE APPROPRIATE SECTIONS.

A. Converting Nondigital Material to Digital Format

1. Describe types and original formats of materials to be selected for digitization and quantity of each.
_____
_____
_____
_____

2. Identify copyright issues and other potential restrictions with regard to the original nondigital material.
☐ Public domain _____ % of total
☐ Permissions have been obtained _____ % of total
☐ Permissions to be requested _____ % of total. Plan to address: _____
_____
_____
_____

☐ Privacy concerns _____ % of total. Plan to address: _____
_____
_____
_____

☐ Other _____ % of total. Explain. _____
_____
_____

3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material, and specify what percentage if any of the total material will be subject to restrictions.
_____
_____
_____
_____

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter):
_____
_____
_____
_____

B. Creating New Digital Content

1. Describe types of materials to be created in digital form and quantity of each.
_____
_____
_____
_____

2. Describe plan to obtain releases/permissions from project content creators and subjects.
_____
_____
_____
_____

3. Describe disposition of ownership of the new product. Describe how the new product will be available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the new content, and specify what percentage if any of the total material will be subject to restrictions. _____
_____
_____
_____

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).
_____
_____
_____

C. Repurposing Existing Digital Content

1. Describe types and formats of digital materials to be selected for repurposing and quantity of each.
_____
_____
_____
_____

2. Identify copyright issues and other potential restrictions with regard to the original digital material.
☐ Public domain _____ % of total
☐ Permissions have been obtained _____ % of total
☐ Permissions to be requested _____ % of total. Plan to address: _____
_____
_____
_____

☐ Privacy concerns _____ % of total. Plan to address: _____
_____
_____
_____

(Box C, continued)

☐   Other _____ % of total. Explain._____

_____

_____

3.   Describe how the repurposed material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the repurposed material, and specify what percentage if any of the total material will be subject to restrictions.

_____

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_____

4.   List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., MPEG encoder, nonlinear editing system, GIS software).

_____

_____

_____

_____

PART II. ANSWER ALL QUESTIONS.

1.   Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.

Master _____

_____

Access_____

_____

Thumbnail_____

_____

2.   Describe the delivery medium that will be used (e.g., Internet, broadcast, DVD).

_____

_____

3.   Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, Content-DM). _____

_____

4.   Describe the quality control plan._____

_____

_____

5. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

   _____
   _____
   _____
   _____

6. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (e.g., storage systems, migration plans, commitment of institutional funding).

   _____
   _____
   _____

7. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection Registry. State reasons for selecting alternative approaches.

   _____
   _____
   _____

8. Provide URL(s) for applicant's previous digital products, if applicable.

   _____
   _____